



CEO Early Head Start/Head Start
Final Home Visit Documentation

Meeting Information

Child's Name: Sara B Date: 5/18/26 Time: 2¹⁵ pm

Location: Childs home Conference Participants: Ms. Christina, Ms. Nora and Samantha

Items of Discussion

- Child's accomplishments this school year:

Sara developed lots of language and is able to communicate her needs.

- Child's favorite activities to do during the school year:

Sara loved to play with ~~the~~ sensory materials and baby dolls

- Ask child's family what they really enjoyed about this school year:

The monthly family events and all the fun art work sent home.

- Review the summer learning activities packet with the family.

- Check below the child's next transition. Discuss with the family what to expect for next year and give a transition tip sheet if needed (see below).

- ☒ Child will remain in the same program option (EHS/HS) (no tip sheet needed)
 - ☐ Next school year child will be moving from EHS to HS (give parents EHS to Head Start tip sheet)
 - ☐ Next school year child will be moving to a UPK program (Give parents HS to UPK tip sheet)

Signatures

Samantha 5/18/26
Parent/Guardian Signature and Date

Christina 5/18/26
Teacher Signature and Date

Documentation of Scheduling Attempts

Date Scheduled: 5/15 Cancelled by: MOM Reason Cancelled: MOM WAS SICK

Date Scheduled: _____ Cancelled by: _____ Reason Cancelled: _____

Education Team ONLY

Please note if there are extenuating circumstances and you are unable to complete the visit in the home, you must get prior approval from the education team. To get prior approval, send an email to the education team with the reason the home visit cannot be scheduled in the home BEFORE the visit.

Ed team initials: _____ Date: _____ Reason: _____